



**Ohio**

**Department of  
Administrative Services**

**OHIO DEPARTMENT OF HEALTH LABORATORIES  
PRE-PROPOSAL CONFERENCE**

# Welcome!

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Ohio Department of Administrative Services

# PRE-PROPOSAL CONFERENCE FORMAT

- General Housekeeping
- Response Helpful Tips
- Vendor Q&A

# GENERAL HOUSEKEEPING

Please be sure to sign in at the front table and leave your business card.

I will scan the sign in sheet and post to the Ohio Procurement website.

# RESPONSE HELPFUL HINTS

- Pay close attention to the requested materials in the RFP, especially the following:
  - Attachment One – Evaluation Criteria
  - Attachment Three – Requirements for Proposals
- Duplicate Profile Forms as needed
- Do Not contact Enterprise IT Contracting or agency staff outside of the RFP inquiry process
- Inquiries – Ask questions through the procurement website
- Check the Ohio Procurement website regularly for announcements, alerts, RFP Amendments and responses to inquiries
- Technical and Cost Proposals must be in separate packages and clearly labeled

# RESPONSE HELPFUL HINTS

- **Supplement One – Scope of Work**
  - Completely describe in detail how you and/or your solution meets the requirements in the RFP
  - Attachment Three outlines the format of Supplement One
- **Supplement Two – State Architecture Security Privacy and Data Handling**
- **Supplement Three – ODH Data Sharing and Confidentiality Agreement**

# Q&A

Any responses to questions during the Q&A session will not be posted. All inquiries must be made through the Ohio Procurement website.

***THANK YOU!***

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